

**661—6.4(17A,321) Impoundment procedure.**

**6.4(1)** Prior to towing an impounded vehicle, the officer shall:

- a. Request that a tow truck be dispatched to remove the vehicle.
- b. Complete a vehicle tow-in and recovery report which includes the following information:
  - (1) Reason for towing;
  - (2) The license number and description of the vehicle including its condition at the time of impoundment;
  - (3) Vehicle identification number and registration information, when readily accessible.
- c. Instruct the towing service to tow the vehicle to a designated location, which in the case of an abandoned vehicle shall be the towing service's storage area.

**6.4(2)** Within 24 hours of towing an impounded vehicle, the officer shall:

- a. Complete an inventory of all property in the vehicle and a notation of any parts of the vehicle which appear to be missing or damaged. The inventory is a record which is intended for use in ensuring the safe return of the lawful possessor's property and resolving questions regarding the condition or contents of the vehicle.
- b. Add to the vehicle tow-in and recovery report information indicating the circumstances of recovery of the vehicle and notification of the owner if the vehicle is believed to be stolen or operated without the consent of the owner.

EXCEPTION: The inventory and completion of the report may be delayed beyond 24 hours after towing of the impounded vehicle has occurred if completion within a 24-hour period is rendered impracticable by road or weather conditions or by the volume of impounded vehicles requiring processing during a limited period of time. Such an extension of time shall be granted automatically if the office processing the vehicles is affected by a disaster emergency proclamation issued by the governor pursuant to Iowa Code section 29C.6 and may otherwise be granted by written permission of the commander of the district or zone office or another supervisor designated by the commander of the officer responsible for processing an impounded vehicle. The reason for any delay in completing the inventory and report beyond 24 hours after towing a vehicle shall be noted in the report. In any event, the inventory and report shall be completed as soon as practicable after towing the vehicle.

This rule is intended to implement Iowa Code sections 80.9(2) "a" and 321.89.

[ARC 4800C, IAB 12/4/19, effective 1/8/20]